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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: SENIOR MUSEUM CURATOR

DEFINITION

Under administrative direction, to perform a variety of technical and advanced professional level duties in the management and care of museum collections in anthropology, history, or natural history; to serve as archivist of special collections; to plan, research, and develop museum exhibits and educational programs; to perform administrative work including grant writing, budget preparation, and special projects; and to do related work as required.

REPORTS TO: Museum Director

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Museum Director. Exercises general supervision over professional, para-professional, technical, maintenance/trades, and clerical personnel as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not necessarily limited to, the following (duties may vary by assignment):

- Assist in the administration and operation of the Riverside Municipal Museum; assist in planning, organizing, and supervising Museum functions.
- Supervise the restoration, maintenance, operation, and security of museum facilities.
- Supervise, train, and evaluate subordinates; provide technical assistance as required.
- Assist in coordinating Museum activities within the department and with other City departments, divisions, and with outside agencies.
- Assist in the coordination, preparation, and administration of the departmental budget; oversee the maintenance of departmental financial records.
- Administer contracts and agreements entered into with other agencies, vendors, and non-profit groups.
- Research and develop grant applications; administer grant funds for special projects.
- Conduct detailed analysis and research; oversee special projects as assigned.
- Present lectures to civic groups, school audiences, museum visitors, and professional organizations.
- Contribute articles, reports, and monographs to professional publications.
- Represent the director at meetings and with professional organizations as assigned; may act in the absence of the Museum Director as assigned.
- Assemble and interpret a variety of historic data and materials.
- Locate, acquire, and house appropriate artifacts or specimens.
- Conduct detailed analysis to identify items; prepare and maintain proper collection records.

- Provide for necessary maintenance, preservation, and restoration of collected materials.
- Select artifacts and generally plan exhibits within assigned field of responsibility.
- Conduct field research to gather data, specimens, and photographic records.
- Identify or authenticate objects for the general public.
- Confer and cooperate with other resource and museum personnel regarding materials sources, object data, exhibit details, publications, and programs.

QUALIFICATIONS

Knowledge of:

- Principles, methods, and practices of museum operation, public administration, and municipal budgeting.
- Practices and techniques of historic documentation, data and materials collection, identification, and presentation.
- Techniques and methods of specimen collection, preparation, preservation, and exhibition.
- Principles, practices, and sources of information for museum logy.
- Research techniques, methods, and procedures.
- Principles of record keeping and report writing.
- Principles of supervision, training, and evaluation.
- Personal computer operation and software applications.

Ability to:

- Work independently in the collection, preservation, Interpretation, and presentation of historic documents and data.
- Perform original research and present specialized technical information to a wide variety of audiences.
- Communicate clearly and concisely, orally and in writing.
- Perform responsible administrative, financial, grants, and budgetary work.
- Plan, organize, supervise, and evaluate the work of subordinates.
- Establish and maintain effective and cooperative working relationships with other governmental agencies, volunteers, civic groups, co-workers, and the general public.
- Operate a personal computer and related software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Master's Degree from an accredited college or university with major work in museum logy, archaeology, geology, natural science, zoology, or a closely related field of specialization.

Experience: A minimum of three years of journey level professional experience in the collection, preservation, interpretation, and presentation of materials for museum exhibits.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Museum Curator

TO: Museum Director